



## **JOB DESCRIPTION**

### **TRI GID ADMINISTRATIVE SPECIALIST POSITION**

**Job Title:** Administrative Specialist  
**Reports to:** Administrative Services Manager  
**Salary Range:** A1 of the currently adopted salary schedule – Non-exempt

#### **SUMMARY**

TRI General Improvement District (GID) provides domestic water, sewer and non-potable industrial water service to approximately 260 commercial and industrial customers at the Tahoe Reno Industrial Center, located in Storey County, Nevada. Under supervision of the Administrative Services Manager, the Administrative Specialist supports the Management Team on all finance and administrative aspects of the GID.

The Administrative Specialist is responsible for performing a wide variety of highly responsible, complex, and diverse professional duties involved in providing financial, administrative, analytical, and technical support to the General Manager, Administrative Services Manager and the Technical Services Manager and staff; plans, coordinates, and participates in various program and administrative operations and activities including those having District-wide impact; coordinates assigned activities with GID Divisions, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

#### **EXAMPLES OF DUTIES**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Financial Operations
  - Accounts Receivable
    - Daily payment processing
    - Bank reconciliations
    - AR Month End
  - Accounts Payable
    - Processing monthly invoices
    - Monthly check runs
    - AP Month End



- Utility Billing
  - Process monthly billing
  - New accounts
  - Termination of accounts
  - Meter Hydrant accounts
  - Utility Billing Month End
  - Bookkeeping/General Ledger Entry
- Procurement and Vendor Management
- Payroll and PERS Administration
- Bookkeeping/General Ledger Entry
- Month End/Year End Reconciliations
- Clerk Support Services
  - Agendas
  - Meeting Minutes
  - Open Meeting Law Compliance
  - Public Noticing
  - Notary Public Services
  - Records Retention and Document Control
- Front Desk Duties/Customer Service
  - Main phone operator
  - Oversee Accounts payable email
  - Oversee Customer service email
- Special Projects
- Management Team Assistance

### **ESSENTIAL SKILLS AND ABILITIES**

1. Familiar with principles and practices of public administration and performs significant administrative support and/or coordinates work for the General Manager and management team, often with District-wide implications.
2. Daily accounts payable, accounts receivable and utility billing operations, including proficiency with Caselle or similar governmental accounting software
3. Plans, organizes, manages, and reviews diverse office and general administrative support activities, including prioritizing and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.
4. Develops and implements procedures for and directs administrative activities such as coordinated records management and storage, clerical support, and related activities.
5. Research operational and administrative problems, evaluates alternatives, recommends solutions, and implements adopted changes.
6. Operates standard office equipment and uses a computer to develop and manage databases and/or spreadsheet files to develop special report formats.



7. Understands water and sewer utility billing and customer service. Has knowledge of associated hardware and software, regulations applying to water usage, billing, customer relations, and account termination.
8. Ensures that office administrative details, such as supply inventory, equipment purchase and maintenance, board and task force support and coverage are attended to.
9. Coordinates activities and services with those of other divisions, County departments and governmental agencies to meet the needs, goals and objectives of the department; assists in setting such goals and objectives.
10. Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.
11. Contributes to the overall quality of the District's service provision by developing and coordinating work teams and by reviewing, recommending and implementing new or improved policies and procedures.
12. Maintains agency compliance with federal, state and local laws.
13. Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public and contributes effectively to the accomplishment of team or work unit goals, objectives and activities.
14. Capable of compiling and summarizing information and preparing periodic or special reports, and preparing clear and concise reports, correspondence and other written materials.
15. Uses initiative and independent judgment within established procedural guidelines.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent education and three (3) years progressively responsible relevant work experience which included experience in one or more of the following areas; accounts payable, accounts receivable, and utility billing; maintenance of complex records and files; public/customer relations including explaining billing/invoices, detailed policies, regulations, and requirements; preparation and processing of financial and statistical documents; and assisting staff and management with projects and activities; OR an equivalent combination of education, training and experience. Public Works experience and public sector bookkeeping and/or utility billing experience strongly preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid and current driver's license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check and credit check.

### **BENEFITS**

- Medical, dental and vision insurance
- Paid time off & holidays



- Public Employee Retirement System (PERS) participation

**EQUAL OPPORTUNITY EMPLOYER**

- TRI GID is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee’s caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category.
- TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**Please send resumes and references to [smcknight@tri-gid.org](mailto:smcknight@tri-gid.org)**

***Employee’s Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_